

Re. Mount - 9-5

permanence

Record Keeping

PAPERWORK MANAGEMENT COST DATA PUBLISHED BY THE NATIONAL
STATIONERY AND OFFICE EQUIPMENT ASSOCIATION

1. Cost to File One Piece of Paper \$.04
2. Cost to Keep 1 Piece of Paper in Office 1 Year \$.07
3. Cost, in Loss of Clerical time, of one misfiled paper per year .. \$ 74.15
4. 73% of cost of maintaining Active files is Labor.
5. 14% of cost of maintaining Active files is equipment and supplies.
6. 13% of cost of maintaining Active files is space.
7. Average File Clerk can file 175 to 200 pieces of paper 1 Hour in
Cabinets or on Shelves.
8. It takes 50,000 lbs. of engineering drawings to build a Jet **A**irliner.
9. Industry files 1 billion Federal Reports annually
10. Many companies require 25-40 personnel forms to recruit and put an
employee to work.
11. Minimum cost to write a Business Letter \$2. (Labor 67%)
12. Cost \$8 - \$10 to write an Invoice.
13. Cost \$8 to write a Purchase Order.